

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS MEETING
Thursday, January 5, 2012
Mansfield Town Hall
Town Council Chambers
4 S. Eagleville Road**

4:00 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Matthew Hart, Philip Lodewick, Frank McNabb, Toni Moran, Richard Orr, Chris Paulhus, Alex Roe, Steve Rogers, Kristin Schwab, and Bill Simpson

Staff: Cynthia van Zelm, Lee Cole-Chu

Guest: Howard Kaufman, LeylandAlliance

1. Call to Order

Board President Philip Lodewick called the meeting to order at 4:07 pm.

2. Opportunity for Public Comment

There was no public comment.

3. Approval of Minutes of December 1, 2011

Bill Simpson made a motion to approve the minutes of December 1, 2011. Chris Paulhus seconded the motion. The motion was approved unanimously.

4. Director's Report

Ms. van Zelm noted that the Partnership's public update on Storrs Center is scheduled for January 11 at 7 pm at the UConn Bishop Center.

She said the third job fair for the private mixed-use buildings will be on January 12 from 7:30 pm to 8:30 pm in the Mansfield Community Center.

Ms. van Zelm reminded the Board about the special Board meeting on January 26 at 4 pm in Council chambers to start the strategic planning process for the Partnership. Staff from the CT Main Street Center and Main Street Waterbury will provide background information on downtown management.

Ms. van Zelm said the residential leasing at the Oaks on the Square is going well. All the studios and one bedrooms are rented with the focus now on renting the two and three bedrooms.

Ms. van Zelm said the Town had received its 4th Small Town Economic Assistance Program (STEAP) grant for Village Street infrastructure.

5. Discussion of DRAFT Storrs Center Parking Management Plan

Dr. Karla Fox, Chair of the Storrs Center Parking Steering Committee, and Lon Hultgren, Mansfield Director of Public Works, presented the draft Storrs Center Parking Management Plan.

Dr. Fox referred to Ms. van Zelm's memo in the Board packet outlining the composition of the Committee, and its work over the last two years. Dr. Fox said the Committee had been established pursuant to Town Council action. The Committee includes representation from the Town Council, School District Region 19, University of Connecticut, Windham Region Transit District, the two contiguous private property owners to Storrs Center (Storrs Commons and University Plaza), and master developer Storrs Center Alliance (as an ex-officio member).

Dr. Fox said the Steering Committee unanimously endorsed the Parking Management Plan at its meeting on December 14, 2011. Dr. Fox said there was public comment as part of the agenda for the meetings. She said the Plan was well vetted.

Dr. Fox said a key element of the Plan is the development of a cooperative agreement between the private and public stakeholders. Because of all the surrounding public and private parking to Storrs Center, it was necessary to develop a way to enforce parking. The proposed cooperative agreement gives the adjacent private and property owners the ability to ticket cars that are not authorized in their lots. These owners can ask for assistance, if needed from the Storrs Center parking operator. The costs would be borne by the entity asking for assistance, if the costs are not covered by prior fines collected for parking violations. The Town Manager can appoint special constables to assist with the parking enforcement.

Dr. Fox said the Committee also endorsed time limited parking for the street parking as opposed to meters. Dr. Fox said the master developer had indicated that the potential retailers prefer that the parking on-street is “free.” She said there will be a range of time limits. This parking would be aimed at short-term parkers while the parking garage would be for more long-term stays.

Chris Paulhus asked for more details about the process for a private property owner to ask for enforcement assistance. Mr. Hultgren said if a property owner wants a third party to assist with enforcement, the property owner must have a standing letter of trespass on file with the Partnership and the Town to allow access for enforcement. Mr. Hultgren said this process is modeled on a similar process in West Hartford. Dr. Fox mentioned that the Committee had also spent some time benchmarking what other college/university towns do with respect to parking.

Kristin Schwab asked if the Committee looked at spillover effects to the residential neighborhoods in terms of parking violations. Dr. Fox said the Committee generally focused on the adjacent lots to Storrs Center. Mr. Hultgren said the parking fines that already exist will remain with some revisions that were approved by the Town’s Traffic Authority.

Dr. Fox noted that Storrs Center Alliance/Education Realty Trust will be responsible for parking operations for at least the first seven years. The developers have said they will likely hire a third party operator.

Dr. Fox said the parking garage pay system is proposed to be Pay on Foot whereby payments are made through a machine vs. through a person. She said the apartment parking will be “nested” in the garage in the upper levels to allow for shorter term visitors to park closer to the exit. The apartment residents will pay a monthly parking fee.

Frank McNabb asked about the cost of the parking in the parking garage. Mr. Hultgren said the parking fees will be proposed by the master developer and will need to be approved by the Town – per the development agreement between the entities. Matt Hart said the Committee did benchmark the UConn parking garage rates.

Mr. Lodewick thanked Dr. Fox and Mr. Hultgren for their work on the Committee and presenting to the Board.

Mr. Paulhus made a motion to endorse adoption by the Mansfield Town Council of the Storrs Center Parking Management Plan. Harry Birkenruth seconded the motion. Mr. Paulhus asked about the status of changes to the Mansfield parking regulations. Mr. Hultgren said the Town attorney, Dennis O'Brien, is looking at some changes to the regulations to coincide with state statutes. The motion was approved unanimously.

6. Recommendation of Bill Simpson to serve on the Finance and Administration Committee

Mr. Hart made a motion to appoint Bill Simpson to the Partnership's Finance and Administration Committee. Alex Roe seconded the motion. The motion was approved unanimously.

Mr. Hart made a motion to go into executive session pursuant to the applicable provisions of the Freedom of Information Act, particularly Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5), to receive commercial or financial information not required by statute and given in confidence by the Storrs Center Master Developer's representatives. Mr. Paulhus seconded the motion. The motion was approved.

7. Storrs Center Action Items

Executive Session pursuant to Connecticut General Statutes sections 1-200 (6) (E) and 1-210 (b) (5)

Present: Mr. Bacon, Mr. Birkenruth, Mr. Hart, Mr. Lodewick, Mr. McNabb, Ms. Moran, Mr. Orr, Mr. Paulhus, Ms. Roe, Mr. Rogers, Ms. Schwab, and Mr. Simpson

Also Present: Ms. van Zelm, Mr. Cole-Chu, and Mr. Kaufman from LeylandAlliance

8. Four Corners Sewer and Water Study Advisory Committee Update

Mr. Hart reported that the consultant team is still working on the draft Environmental Impact Evaluation for water supply to the Four Corners and the new UConn technology park.

Mr. Hart said the HUD grant the Town had received includes funding for planning at Four Corners.

9. Report from Committees

Advertising and Promotion

Chair Kristin Schwab reported that the Committee will meet later this month.

Business Development and Retention

Chair Steve Rogers said the Committee will meet in February.

Festival on the Green

In Chair Betsy Paterson's absence, Ms. van Zelm said the Committee will begin meeting again in February.

Finance and Administration

Mr. Birkenruth reported that the Committee discussed the Partnership's conflict of interest policy and suggested changes to be reviewed by the Nominating Committee.

Mr. Hart said the Committee accepted the financial statements for September 30, 2011.

Membership Development

Chair Frank McNabb reported that membership renewal letters have resulted in 182 renewals and \$9,150 thus far.

He said that June Krisch has joined as a new member.

Mr. McNabb said the Partnership will have tables at three upcoming basketball games at Gampel and at Bernadette Peters at Jorgensen.

He said there will also be a monthly update in the ReminderNews put together by Ms. van Zelm.

Nominating Committee

Mr. Lodewick said the Nominating Committee reviewed changes to the conflict of interest policy and will review changes with the Board in February.

Planning and Design

Chair Steve Bacon said the Committee will meet later this month.

10. Adjourn

Mr. Paulhus made a motion to adjourn. Mr. McNabb seconded the motion. The motion was approved and the meeting adjourned at 5:50 pm.

Minutes taken by Cynthia van Zelm